



NATIONAL AIDS COMMISSION

Responding to HIV/AIDS & TB in Belize

3803 Durgeon Drive - Belize City, Belize Tel: (501) 223-7592 Email: info@nacbelize.org

Terms of Reference (TOR): Monitoring & Evaluation Officer

A. BACKGROUND

The National AIDS Commission (NAC) which also serves as the Country Coordinating Mechanism (CCM) for Global Fund Grants is directly accountable to the Office of the Prime Minister (OPM). The NAC, which was established in 2000 by an ACT, is mandated to coordinate, facilitate, and monitor the National Response to HIV/AIDS and Tuberculosis and the National Strategic Plan. The NAC also has the shared responsibility for advocacy and legislative reform.

B. SCOPE OF WORKS

The Monitoring & Evaluation Officer will be responsible for implementing the National Monitoring & Evaluation Plan, which guides the core Monitoring & Evaluation activities to be implemented as a part of the National Response to the HIV/AIDS epidemic, providing strategic information on the progress of program implementation and accomplishments, measuring the impact of interventions taken, and enabling the timely and opportune identification of problems for decision making and program planning. This will entail monitoring the outputs, outcomes and impact of the national response to HIV against national and international indicators. The Monitoring & Evaluation Officer will also be responsible for producing progress reports of the national response to HIV against appropriate indicators. As a part of monitoring, identify gaps in stakeholders' data collection and reporting and make recommendations for collection of this data. The Officer will support the NAC Secretariat and the national response with the dissemination of the pertinent results of the office's monitoring and evaluation. In doing so the Monitoring & Evaluation Officer must comply with the following functions:

1. Prepare periodic reports required for submission to international partners and to the NAC CCM for decision making. These include Global AIDS Monitoring, Millennium Development Goals and other national HIV commitment reports.
2. Establish the monitoring and evaluation framework and system to ensure effective implementation of the National Strategic Plan and key program initiatives such as the



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Global Fund.

3. Produce quarterly and annual Monitoring and Evaluation reports based on agreed National Indicators that will guide decision making and program implementation.
4. Work with partners to ensure the collection of relevant and appropriate data which is needed for an effective M & E system which will be utilized in the monitoring of strengths, weaknesses and gaps in existing programs and services and required for reporting on international commitments.
5. Facilitate capacity building for implementation partners to enable them to monitor and evaluate their own efforts, gather relevant data and produce required progress reports.
6. Provide current and relevant information to the NAC of Belize's performance toward, regional and international indicators/commitments.
7. Coordinate with the Epidemiology Unit of the Ministry of Health , the Statistical Institute of Belize, and any other agency, as appropriate, to ensure that current information and indicators to monitor the country's performance of the national HIV and AIDS response are available and harmonized for reporting.
8. Assist the Secretariat, the NAC and other partners in the strategic use of data and information to facilitate necessary public information and improve the implementation of projects as per the National Strategic Plan and M&E Plan.
9. Lead the Monitoring and Evaluation Sub-Committee as the key technical advisor and ex-officio member.
10. Perform other duties within the framework of the job summary assigned by the NAC and the Executive Director as necessary.

C. EXPECTED RESULTS

- a) An established system of current data, relevant indicators, and analysis on the Country's response to HIV/AIDS that is derived from an M&E framework that is widely endorsed and established and based on data collection methods which are rigorous and will stand to scrutiny.
- b) Information is widely respected and anticipated by the stakeholders and used to guide decision making and program implementation in every facet of the response;



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D. SUPERVISION AND REPORTING

The Monitoring & Evaluation Officer will work under general guidance and report directly to the NAC Executive Director. **The post will be based at the NAC Office in Belize City.**

TERMS

The post will be for two years, with an initial probationary period of 3 months subject to a performance evaluation as well as an annual evaluation.

E. QUALIFICATIONS AND EXPERIENCE

The Monitoring and Evaluation Officer is expected to have:

1. A Bachelor's Degree in a Statistics/Mathematics, Epidemiology, Public Health, Social Work or a related discipline.
2. At least four (4) years of experience in handling Biostatistics, Social Research and/or Monitoring/Evaluation Programs.
3. Associate Degree with relevant experience may be considered.
4. Excellent oral and written English communication skills; (Spanish is an asset)
5. Ability to work closely in a team environment.
6. Patient, adaptable and able to improvise and work in an atmosphere that is extremely stressful;
7. Excellent interpersonal skills.
8. Self-motivated but with the ability to make good use of the experience and effort of others;
9. Fairness and maturity. Objectivity in problem-solving.
10. An understanding of the socio-economic, cultural and political causes of HIV and AIDS and its impacts on the health and development of Belize;
11. Strong analytical skills.
12. Fully computer literate with working knowledge of database and spreadsheet applications;
13. Familiarity with research and scientific data collection methods.



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14. The job will require travel (locally, regionally, internationally), and evening and weekend hours may be required from time to time. Interaction with the infirmed and those affected/infected with HIV/AIDS may be required from time to time.
15. May perform duties of a sensitive and confidential nature.

Please send an electronic application package to info@nacbelize.org no later than close of business on Friday May 12, 2023. The package should include a cover letter, updated CV, copy of relevant academic qualification, copy of police record, and copy of social security card.